

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th Floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.in.gov
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Director of Victim Assistance Programs

Responsibility:

By providing information, support, and assistance to victims of crime, the Office of the Attorney General's Victim Assistance Program furthers the Indiana Constitution's guarantee that victims of crime are treated with fairness, respect and dignity. In guiding those efforts, the Director of Victim Assistance Programs coordinates the OAG's Victim Advocacy, Address Confidentiality, and Hope Card Programs. The Director reports to the Chief Counsel of the Appeals Division.

Duties:

- Administer the Appellate Victim Notification Program
 - Communicate with crime victims, including providing notice that an appeal has been filed, copies of briefs in the case, and a copy of the court's opinion when issued
 - Provide appropriate telephone advocacy for victims of crime
 - Communicate with victim advocates in prosecutor's offices throughout Indiana
 - Coordinate victims' attendance at court hearings with Deputy Attorneys General
 - Ensure compliance with the Victims of Crime Act (VOCA) federal grant requirements
 - Confidentially manage files and maintain information in computer databases
- Administer the Address Confidentiality Program (ACP)
 - Ensure compliance with the ACP statute
 - Manage the acceptance and removal of participants as appropriate
 - Prepare, coordinate, and conduct trainings on the ACP and Indiana's protective order statute
 - Manage confidential statistical database of participant information
 - Promote the ACP across the State
- Administer the Hope Card Program
 - Manage the acceptance of participants as appropriate
 - Coordinate the issuance of Hope Cards to participants
 - Promote the Hope Card Program across the State
- Stay informed of issues and legislative initiatives relating to victim service and domestic violence
- Participate in activities of various victim advocacy organizations
- Provide appropriate referrals for victims and ACP participants as appropriate
- Provide regular program reports to the Chief Counsel
- Any other duties or special projects as assigned

Qualifications:

- Bachelor degree or higher in social work, psychology, or related field; or any bachelor or higher degree plus significant experience in victim advocacy
- Experience in victim advocacy and knowledge of the criminal justice system
- Public speaking and training experience
- Acceptable background check and Indiana Driver's License in good standing
- Proficiency in Microsoft Office suite and ability to learn other software